

**EIGHTH ARMY REGULATION 672-1**

**DECORATIONS, AWARDS, AND HONORS (672)**

**Outstanding  
United States  
Noncommissioned  
Officer, Soldier,  
and KATUSA  
Program**

**10 July 2002**

**UNCLASSIFIED**

**HEADQUARTERS  
EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-5236**

**Eighth US Army Regulation  
No. 672-1**

**10 July 2002**

**(Effective: 11 July 2002)  
Decorations, Awards, and Honors**

**OUTSTANDING UNITED STATES ARMY NONCOMMISSIONED OFFICER,  
SOLDIER, AND KATUSA PROGRAM**

**SUPPLEMENTATION.** Supplementation of this regulation and issuance of command and local forms are prohibited without prior approval of HQ Eighth Army (EAGA-PP), Unit #15236, APO AP 96205-5236.

**INTERNAL CONTROL PROVISIONS.** This regulation does not contain management control procedures.

**1. PURPOSE.** This regulation establishes a competitive program that provides special recognition and rewards for enlisted soldiers who have demonstrated outstanding military excellence and achievement.

**2. APPLICABILITY.** This regulation applies to all Eighth United States Army (Eighth US Army) subordinate commands, assigned or attached units, and tenant units.

**3. REFERENCES.**

**a. Required publications.**

(1) AR 600-9 (The Army Weight Control Program). Cited in appendix H.

(2) Eighth US Army Reg 600-2 (Republic of Korea Army Personnel with the United States Army). Cited in appendix G.

**b. Related publications.**

(1) AR 215-1 (Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities).

(2) AR 600-8-10 (Leaves and Passes).

(3) AR 600-8-22 (Military Awards).

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**\*This regulation supersedes Eighth US Army Reg 672-1, 1 February 2000.**

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### **c. Required forms.**

(1) DD Form 2266 (Hometown News Release). Cited in paragraphs 5c(7), 7a(2)(c) and app H.

(2) EA Form 303 (Eighth US Army Certificate of Achievement). Cited in paragraph 9a(4).

**4. EXPLANATION OF ABBREVIATIONS.** Abbreviations used in this regulation are explained in the glossary.

### **5. RESPONSIBILITIES.**

a. Commanders of Eighth US Army subordinate commands, assigned or attached units, and tenant units listed in appendix A will--

(1) Establish criteria, policies, and procedures to govern selection of nominees for Eighth US Army Noncommissioned Officer (NCO); Eighth US Army Soldier; and Korean Augmentation to the United States Army (KATUSA) of the Quarter; and NCO, Soldier, and KATUSA of the Year within their commands. These procedures will include steps to ensure that the recommendation of the senior Republic of Korea Army (ROKA) advisor in the unit is considered before selection of the KATUSA soldier to represent the unit.

(2) Ensure upcoming selection boards are publicized and all eligible soldiers are given the opportunity to participate.

(3) Select nominees to appear before the next higher level board.

b. The Command Sergeant Major (CSM), Eighth US Army, will--

(1) Convene a Eighth US Army Board in July to select the NCO, Soldier, and KATUSA of the Year.

(2) Serve as president of the Eighth US Army NCO, Soldier, and KATUSA of the Year Selection Board.

(3) Notify all commands of the NCO, Soldier, and KATUSA of the Year Selection Board by memorandum.

(4) Coordinate with the Eighth US Army Public Affairs Office (PAO) to provide maximum media coverage for those who are selected as the Eighth US Army NCO, Soldier, and KATUSA of the Year.

(5) Inform the Assistant Chief of Staff (ACofS), G1, (EAGA-SGM), Unit #15236, APO AP 96205-5236, of individuals selected as NCO, Soldier, and KATUSA of the Year.

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(6) Inform the appropriate Army and Air Force Exchange Service (AAFES) regional manager (for example, the regional manager supporting the 2d Infantry Division (2ID) CSM) in writing, of the selectees. Addresses for regional managers are--

(a) Division I: General Manager, AAFES-Northern Region, Unit #15349, APO AP 96258-5349.

(b) Division II: General Manager, AAFES-Capital Region, Unit #15555, APO AP 96205-5555.

(c) Division III: General Manager, AAFES-Southern Region, Unit #15497, APO AP 96218-5497.

c. The CSMs of each division-level board will--

(1) Convene a board in September, December, March, and June to select Eighth US Army NCOs, Soldiers, and KATUSAs of the Quarter.

(2) Convene a board in June to select one nominee each for Eighth US Army NCO of the Year, Eighth US Army Soldier of the Year, and Eighth US Army KATUSA of the Year.

(3) Serve as president of division-level selection boards.

(4) Select the board members for division-level selection boards.

(5) Notify all commands of division-level selection boards by memorandum.

(6) Consider recommending each winner of the division-level NCO, Soldier, and KATUSA of the Quarter Selection Board for an appropriate achievement award.

(7) Initiate a DD Form 2266 (Hometown News Release) for each winner of the Division NCO, Soldier, and KATUSA of the Quarter and forward it through proper channels.

(8) Coordinate with their PAO to provide maximum media coverage for those selected as the division-level NCO, Soldier, and KATUSA of the Quarter.

(9) Inform the ACofS, G1 (EAGA-SGM), Unit #15236, APO AP 96205-5236, (facsimile telephone number 723-4099), of individuals selected as the NCO, Soldier, (app B) and KATUSA (app C) of the Quarter for division and brigade-level competitions. Utilize the formats in appendix D, figures D-1 and D-2, to request morale, welfare, and recreation (MWR) checks and hotel accommodations.

(10) The CSMs responsible for the division-level boards may authorize their brigade-level CSMs to request MWR checks and Dragon Hill Lodge accommodation letters for their brigade-level winners directly from the Eighth US Army ACofS, G1 Sergeant Major (SGM). Inform the Eighth US Army ACofS, G1 SGM, of any brigade-level units given authorization.

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(11) Inform the appropriate AAFES regional manager (for example, the regional manager supporting the 2ID CSM) in writing, (app E) of the individuals selected as battalion through division level winners. The notification must indicate the appropriate quarter in which the winner(s) were selected. Regional manager's addresses are listed in paragraph 5b(6). Division-level CSMs may also delegate this responsibility to their brigade-level CSMs to correspond directly with the regional manager for their division-level area.

d. The CSMs of brigade-level organizations listed in appendix A and their subordinate units will--

(1) Conduct preliminary selection boards before nominating soldiers to appear before the next higher level selection board.

(2) Ensure each unit's KATUSA nominee selection process, leading to appearance before a selection board, includes the recommendation of the senior ROKA soldier assigned.

(3) Initiate appropriate recognition awards at each organizational level to include the awards listed in paragraphs 5c(10) and (11), above, if delegation authority has been given.

e. Board recorders will--

(1) Receive and record scores for each participant.

(2) Provide completed score and evaluation sheets to the president of the applicable boards.

f. The Eighth US Army PAO will--

(1) Provide media coverage of the awards presentation ceremony for the Eighth US Army NCO, Soldier, and KATUSA of the Year.

(2) Provide news release and photographs to the Army Times, Pacific Stars and Stripes, and American Forces Network (AFN) radio and television for the individuals selected as the Eighth US Army NCO, Soldier, and KATUSA of the Year.

g. The PAO responsible to the command represented by the president of each division-level board will--

(1) Provide media coverage of the awards presentation ceremony for the division-level NCO, Soldier, and KATUSA of the Quarter.

(2) Provide news release and photographs to the Army Times, Pacific Stars and Stripes, and AFN radio and television for the individuals selected as the division-level NCO, Soldier, and KATUSA of the Quarter.

**6. POLICY.**

a. Active duty US Army NCOs, US Army soldiers, and KATUSA soldiers, in the categories indicated in subparagraphs 6b(1), (2), and (3), who are assigned or attached to Eighth US Army, a Eighth US Army subordinate command, or a tenant unit are eligible.

b. Competition will be divided into three categories.

(1) NCO of the Quarter and NCO of the Year (Corporal through Sergeant First Class).

(2) Soldier of the Quarter and Soldier of the Year (Private through Specialist). Specialists who have been selected for promotion may compete for Soldier of the Quarter and Soldier of the Year provided they have not been promoted to Sergeant on/or before the applicable selection board.

(3) KATUSA of the Quarter and KATUSA of the Year (private through sergeant).

c. NCO and Soldier of the Quarter nominees must have 60 days remaining in-country. KATUSA Soldier of the Quarter nominees must have 60 days of service remaining. The date the division selection board convenes will be used as the first day of the 60-day requirement when determining eligibility.

d. Individuals selected as NCO, Soldier, and KATUSA of the Quarter are not eligible to compete again for this honor until the fifth quarter following their selection.

e. Individuals selected as NCO, Soldier, and KATUSA of the Year are not eligible to compete again for this honor until after the second year following their selection.

f. Unit files and military personnel records will be reviewed to verify the existence or absence of disciplinary action. A ration control and Provost Marshal Office check must be conducted and any derogatory information must be addressed. Commanders may provide a statement in lieu of obtaining hard copy records. Minor violations should not automatically disqualify soldiers from being nominated.

**7. PROCEDURES.**

a. Nomination for NCO, Soldier, and KATUSA of the Quarter.

(1) Commanders of Eighth US Army subordinate commands, assigned or attached units, and tenant activities listed in appendix A are required to conduct quarterly preliminary selection boards to select the best qualified candidates for the upcoming division-level NCO, Soldier, and KATUSA of the Quarter Selection Board.

(2) The names of nominees will be forwarded to the president of the appropriate division-level board not later than the fifth working day of the board month (September, December, March, and June) accompanied by the following:

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(a) One copy of a nomination memorandum (app B) for NCO and soldiers containing a summary of significant military achievements for the past 12 months.

(b) One copy of a resume for KATUSA personnel (app C).

(c) One typed copy of DD Form 2266.

(d) One typed copy of an essay written by the nominee addressing what changes would benefit Eighth US Army and/or the enlisted soldiers assigned to their location.

(3) The host CSM for division-levels I, II, and III (app A) will select one nominee from each category listed in paragraph 6b as the quarterly winner.

### **b. Nomination for NCO, Soldier, and KATUSA of the Year.**

(1) The host CSM for division-levels I, II and III (app A) will select one nominee from each category listed in paragraph 6b for appearance before the July Eighth US Army NCO, Soldier, and KATUSA of the Year Selection Board.

(2) The names of nominees will be forwarded to the ACofS, G1 (EAGA-SGM), Unit #15236, APO AP 96205-5236, no later than the fifth working day of July accompanied by the following:

(a) One copy of a nomination memorandum (app B) for NCO and Soldier containing a summary of significant military achievements for the past 12 months.

(b) One copy of a resume for KATUSA personnel (app C).

(c) One typed copy of an essay written by the nominee addressing what changes would benefit Eighth US Army and the enlisted soldiers assigned to Eighth US Army.

(d) One copy of nominees Enlisted Record Brief (ERB).

(3) The voting members of the Eighth US Army NCO, Soldier, and KATUSA of the Year Selection Board are the Eighth US Army CSM (President), 2ID CSM, 19th Theater Support Command (TSC) CSM, 501st Military Intelligence Brigade CSM, 1st Signal Brigade CSM, and 8th Military Police Brigade CSM. The Eighth US Army ACofS, G1 SGM, will act as the board recorder without vote.

## **8. CANDIDATE SELECTION.**

### **a. Selection for Eighth US Army NCO, Soldier, and KATUSA of the Year.**

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(1) The uniform for the NCO, Soldier, and KATUSA of the Year Selection Board will be the Class A uniform with all authorized awards, decorations, and badges. The KATUSA personnel will wear the designated seasonal uniform.

(2) Selection board members will use the NCO/Soldier of the Year Board Evaluation Worksheet (app F) to record points awarded to each nominee. They will ask questions in the areas specified on the work sheet.

(3) Each board member will evaluate each candidate on reporting procedures, military courtesy/oral expression, appearance, and their assigned category (app F).

b. Selection for division-level NCO, Soldier, and KATUSA of the Quarter. The president of each division-level board will establish procedures for selection. While procedures may differ between division-level boards, they must be clear and consistent within each division-level board.

### **9. RECOGNITION AND AWARDS.**

a. The NCO, Soldier, and KATUSA of the Year will receive--

(1) A letter of congratulations to the spouse or parents from the Commanding General (CG), Eighth US Army.

(2) Awards specified in appendix G.

(3) Other awards and recognition as donated by United States Forces, Korea (USFK), Eighth US Army activities and agencies, private organizations, and the local community. Awards and recognition events will be coordinated through the CSM, Eighth US Army.

(4) Nominees will be considered for an EA Form 303 (Eighth US Army Certificate of Achievement) from the CG.

(5) Awards will be presented at an appropriate ceremony.

(6) The Eighth US Army NCO, Soldier, and KATUSA of the Year will represent the soldiers of the command at appropriate official functions and community activities throughout the fiscal year following their selection.

(7) The Eighth US Army NCO, Soldier, and KATUSA of the Year will provide one 8-inch by 10-inch color photograph to the Eighth US Army CSM as soon as possible after notification of selection.

(8) The winners of the Eighth US Army NCO and Soldier of the year board will be the command's nomination to the Department of the Army NCO and Soldier of the Year Board. The DA board will be conducted in September. Specific requirements of the DA board are at appendix H.



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b. The NCO, Soldier, and KATUSA of the Quarter and Year through Division level will receive the Awards specified in appendix G along with awards and recognition established by the president of each division-level board.

**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Eighth US Army (EAGA-PP), Unit #15236, APO AP 96205-5236. This publication is available on the Eighth US Army website at: <https://www-eusa.korea.army.mil>**

FOR THE COMMANDER:

OFFICIAL:  
MARK A. STEVENS  
Colonel, GS  
Chief of Staff



JAMES P. O'DONNELL  
Assistant Adjutant General

### **8 Appendixes**

- A. Nomination Groupings
- B. Nomination Memorandum for Eighth US Army NCO and Soldier of the Year
- C. Resume Format for KATUSA of the Quarter/Year Nominee
- D. Request for Checks and Hotel Accommodations
- E. Request for Certificates/Authorization Letters
- F. NCO/Soldier/KATUSA Selection Board Worksheet
- G. Awards for US Army NCO, Soldier, and KATUSA by Level of Competition
- H. Department of the Army Noncommissioned Officer (NCO) and Soldier of the Year (SOY) Board

### **Glossary**

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**APPENDIX A**

**NOMINATION GROUPINGS**

**A-1.** Division-level selection boards will be organized as follows.

a. Division-level I. The 2ID CSM will host the Division-level I Selection Board. The selection board will select the Division-level I, NCO, Soldier, and KATUSA of the Quarter. They will consider winners of brigade-level organizations listed below.

- (1) 1st Brigade, 2ID.
- (2) 2d Brigade, 2ID.
- (3) Division Support Command, 2ID.
- (4) Division Artillery, 2ID.
- (5) Division Troops, 2ID.
- (6) 2d Combat Aviation Brigade, 2ID.
- (7) Engineer Brigade

b. Division-level II. The 1st Signal Brigade CSM will host the Division-level II Selection Board. The selection board will select the Division-level II, NCO, Soldier, and KATUSA of the Quarter. They will consider winners of brigade-level organizations listed below.

- (1) 501st Military Intelligence (MI) Brigade.
- (2) 1st Signal Brigade.
- (3) 8th Personnel Command.
- (4) 18th Medical Command.
- (5) 17th Aviation Brigade.
- (6) 8th Military Police (MP) Brigade.

(7) Group A (175th Finance Command, AFN, and Joint Security Area). The 175th Finance Command CSM will host the Group A selection board and will nominate one winner from each category to appear before the division-level board.

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(8) US Army Troop Command, Korea.

(9) 6th Cavalry Brigade.

c. Division-level III. The 19th TSC CSM will host the Division-level III Board. The selection board will select the Division-level III NCO, Soldier, and KATUSA of the Quarter. They will consider winners of brigade-level organizations listed below.

(1) 20th Support Group.

(2) Area III.

(3) 34th Support Group.

(4) Area I.

**A-2.** All three division-level boards will nominate one candidate from each category on an annual basis to compete for the Eighth US Army NCO, Soldier, and KATUSA of the Year.

**APPENDIX B**

**NOMINATION MEMORANDUM FOR EIGHTH US ARMY NCO AND SOLDIER OF THE YEAR**

(Appropriate Letterhead)

Office Symbol (672)

(DATE)

MEMORANDUM FOR Commander, Eighth Army (CSM), Unit #15236, APO AP 96205-5236

SUBJECT: Nomination for Eighth US Army (NCO) (Soldier) of the Year

1. The following individual has been selected as (NCO) (Soldier) of the Year from this division and is nominated for the Eighth US Army (NCO) (Soldier) of the Year:

- a. Name:
- b. Rank:
- c. Primary military occupational specialty:
- d. Social security number:
- e. Unit:
- f. Age:
- g. Years of service:
- h. Time in grade:
- i. Weapons Qualification (include type of weapon):
- j. APFT (date and score):
- k. Service schools attended:
- l. Courts-martial and/or Article 15's (include offense and date):
- m. Decorations and awards:

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Office Symbol

SUBJECT: Nomination for Eighth Army (NCO) (Soldier) of the Year

- n. Name and address of next of kin:
  - o. Significant achievements in the last 12 months:
2. The required essay is enclosed.

Encl

DIVISION-LEVEL CSM  
*Signature Block*

**APPENDIX C**

**RESUME FORMAT FOR KATUSA OF THE QUARTER/YEAR NOMINEE**

The following information is submitted on the KATUSA of the Quarter/Year nominee:

- a. Name:
- b. Korean identification number:
- c. Rank:
- d. Date of rank:
- e. Pay entry basic data:
- f. Estimated time of separating:
- g. Primary military occupational specialty:
- h. Date of birth:
- i. Unit assigned (include APO):
- j. Date assigned:
- k. Position (job title):
- l. Military schools:
- m. Civilian education:
- n. Marital status:
- o. Hometown:
- p. Awards and decorations:
- q. Weapons Qualification (include type of weapon):
- r. APFT (Date and Score):

REMARKS: List hobbies, special interests, membership in organizations, participation in community activities, educational courses currently enrolled in, honors, special skills or accomplishments, plans for the future, and other items of interest to board members.

## APPENDIX D

## REQUEST FOR CHECKS AND HOTEL ACCOMMODATIONS

(Appropriate Letterhead)

Office Symbol (672)

(DATE)

MEMORANDUM FOR Commander, Eighth Army, ACoS, G1 (EAGA-SGM), Unit #15236  
 APO AP 96205-5236

SUBJECT: Request for Morale, Welfare, and Recreation (MWR) Checks

1. Request checks be issued to the following soldiers who are the Division-level I winners for the 2d Quarter, Fiscal Year 20XX:

a. Division-level winners.

<u>NAME/GRADE/SSN</u>	<u>UNIT</u>	<u>AMOUNT</u>
Jones, John T., SGT 123-45-6780	HHC, 20th Maint Bn, Unit #_____, APO AP 96205-0001	\$200.00
Doe, Robert M., PFC 245-67-3140	HHD, 2d QM Detachment, Unit #_____, APO AP 96258-0020	\$200.00
Kim, Sang Yu, SGT KA00459137	HQ, 3d MI Bn, Unit #_____, APO AP 96000-0007	\$200.00 (Won Equivalent)

b. Brigade-level winners.

Jones, John T., SGT 123-45-6780	HHC, 20th Maint Bn Unit #_____, APO AP 96205-0001	\$50.00
Doe, Robert M., PFC 245-67-3140	HHD, 2d QM Detachment Unit #_____, APO AP 96258-0020	\$50.00
Kim, Sang Yu, SGT KA00459137	HQ, 3d MI Bn, Unit #_____, APO AP 96000-0007	\$50.00 (Won Equivalent)

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Office Symbol

SUBJECT: Request for Morale, Welfare, and Recreation (MWR) Checks

2. Point of contact is PFC Smith, 738-0000.

SIGNATURE BLOCK

**Figure D-1. MWR Checks**



(Appropriate Letterhead)

Office Symbol (672)

(DATE)

MEMORANDUM FOR Commander, Eighth Army, ACoS, G1 (EAGA-SGM), Unit #15236,  
APO AP 96205-5236

SUBJECT: Request for Dragon Hill Lodge Accommodations for Division II 2d Qtr,  
FYXX

1. Request Dragon Hill Lodge accommodations for the following soldiers:

<u>NAME/RANK/UNIT</u>	<u>BOARD</u>	<u>NUMBER OF NIGHTS</u>
Jones, James J., SGT HHC, 2ID, Unit #_____, APO AP 96258-0000	NCO of the Qtr (Division)	3
Smith, Robert K., SPC HHC, 2ID, Unit #_____, APO AP 96258-0000	Soldier of the Qtr (Brigade)	2
Jun, Jong-Won, CPL HHC, 2ID, Unit #_____, APO AP 96258-0000.	KATUSA of the Qtr (Brigade)	2

2. Point of contact is PFC Smith, 738-0000.

SIGNATURE BLOCK

**Figure D-2. Hotel Accommodations**

**APPENDIX E**

**REQUEST FOR CERTIFICATES/AUTHORIZATION LETTERS**

(Appropriate Letterhead)

Office Symbol (672)

(DATE)

MEMORANDUM FOR Senior Enlisted Advisor (CG-CMS), Headquarters, Army and Air Force Exchange Service, Dallas, TX 75266-0202

SUBJECT: Certificate and Authorization Letters for the Service Dress Uniform

1. Recently, the Eighth US Army NCO and Soldier of the Year Board was held. The following NCOs and soldiers were selected as the division-level winners for their respective division for FYXX.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>UNIT</u>
Stephan, James C.	SSG	000-00-0000	HHC, 8th PERSCOM Unit #_____, APO AP 96205-5236

2. Request you provide this office with appropriate certificates and authorization letters for the service dress uniform.

SIGNATURE BLOCK

**APPENDIX F**

**NCO/SOLDIER/KATUSA SELECTION BOARD WORKSHEET**

**NAME:** \_\_\_\_\_ **RANK:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**UNIT:** \_\_\_\_\_

**APFT SCORE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **WPN QUAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I. Common Scored Areas                      5 pt Max each score                      Remarks

a. Reporting		
b. Uniform & Appearance		
c. Oral Expression		
d. Military Bearing		

Total: \_\_\_\_\_

II. Group 1                                              5 pt Max each score                      Remarks

a. Weapons Qualification		MM=1 Pt, SS=3 Pts, EX=5 Pts
b. Weapons (FM 23-9)		
c. Land Navigation		
d. CTT		
* Promotion Policy & Reg		

Total: \_\_\_\_\_

\*NCO Area Only

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#### **III. Group 2**

5 pt Max each score

Remarks

- a. NBC
- b. First Aid
- c. APFT
- d. Drill and Ceremony
- \* AR 670-1
- \* FM 25-101 & FM 25-100

	80-229=1 Pt, 230-269=3 Pts, 270-300=5 Pts

Total: \_\_\_\_\_

#### **IV. Group 3**

5 pt Max each score

Remarks

- a. Leadership (FM 22-100)
- b. Counseling
- c. Customs & Courtesy
- d. US Army History
- \* NCOER
- \* Leader's Notebook


Total: \_\_\_\_\_

\*NCO Area Only

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V. Group 4

5 pt Max each score

Remarks

- a. PMCS
- b. Supply Economy
- c. Chain of Command
- d. Military Justice


Total: \_\_\_\_\_

VI. Group 5

5 pt Max each score

Remarks

- a. Soldier Support Activities
- b. Education Programs
- c. Sponsorship
- d. Army Programs
- \* History of the NCO and NCO Creed


Total: \_\_\_\_\_

\* NCO Area Only

Recommend: Yes / No

Board Member: \_\_\_\_\_

Total Score: \_\_\_\_\_

**APPENDIX G**

**AWARDS FOR US ARMY NCO, SOLDIER, AND KATUSA BY LEVEL OF COMPETITION**

Individuals will receive the following awards for each board that they win:

**G-1. Eighth US Army NCO, Soldier, KATUSA of the Year.**

a. Eighth US Army NCO of the Year.

(1) Army Commendation Medal (ARCOM)

(2) Round trip to Cheju Island for the winner and one bona-fide dependent that includes 6 nights in a hotel or 7 nights in the Dragon Hill Lodge.

(3) A \$700.00 check.

(4) A complete "AAFES - Recognizing Excellence" Coupon Book.

(5) An AAFES Gift Certificate worth \$150.00.

(6) Authorization from AAFES for a Green Service Uniform.

b. Eighth US Army Soldier of the Year.

(1) Army Commendation Medal (ARCOM).

(2) Round trip to Cheju Island for the winner and one bona-fide dependent that includes 6 nights in a hotel or 7 nights in the Dragon Hill Lodge.

(3) \$700.00 check.

(4) Complete "AAFES - Recognizing Excellence" Coupon Book.

(5) AAFES Gift Certificate (worth \$150.00).

(6) Authorization from AAFES for a Green Service Uniform.

c. Eighth US Army KATUSA of the Year.

(1) Round trip to Cheju Island for the winner and one bona-fide relative that includes 6 nights in a hotel or 7 nights in the Dragon Hill Lodge. The KATUSA of the Year may elect to take both parents to Cheju Island; however, if the KATUSA chooses this option, it will include only 4 nights in a hotel.

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(2) \$200.00 equivalent in won.

(3) Ten days reward leave. The CSM of the winner will coordinate with ROKA Support Group.

### **G-2. Division-level NCO, Soldier, KATUSA of the Year.**

a. Division-level NCO of the Year.

(1) 3-nights stay at Dragon Hill Lodge.

(2) \$200.00 check.

(3) AAFES Coupon Book.

(4) AAFES Gift Certificate worth \$100.00.

b. Division-level Soldier of the Year.

(1) 3-nights stay at Dragon Hill Lodge.

(2) \$200.00 check.

(3) AAFES Coupon Book.

(4) AAFES Gift Certificate worth \$100.00.

c. Division-level KATUSA of the Year.

(1) 3-nights stay at Dragon Hill Lodge.

(2) \$200.00 check.

(3) Seven days reward leave. The CSM of the winner will coordinate with ROKA Support Group.

### **G-3. Brigade-level NCO, Soldier, and KATUSA of the Year.**

a. 2-nights stay at Dragon Hill Lodge.

b. A \$150.00 check.

### **G-4. Division-level NCO, Soldier, KATUSA of the Quarter.**

a. NCO of the Quarter.

(1) 3-nights stay at the Dragon Hill Lodge.

(2) \$200.00 check (won equivalent).

(3) AAFES Gift Certificate (worth \$100.00).

(4) AAFES Coupon Book.

**b. Soldier of the Quarter.**

(1) 3-nights stay at the Dragon Hill Lodge.

(2) \$200.00 check.

(3) AAFES Gift Certificate (worth \$100.00).

(4) AAFES Coupon Book.

**c. KATUSA of the Quarter.**

(1) 3-nights stay at the Dragon Hill Lodge.

(2) \$200.00 check (won equivalent).

(3) Seven day reward leave. CSM of the winner will coordinate with ROKA Support Group.

**G-5. Brigade-level NCO, Soldier, and KATUSA of the Quarter.**

**a. NCO of the Quarter.**

(1) 2-nights stay at the Dragon Hill Lodge.

(2) \$50.00 check.

(3) AAFES Gift Certificate worth \$15.00.

(4) AAFES Coupon Book.

**b. Soldier of the Quarter.**

(1) 2-nights stay at the Dragon Hill Lodge.

(2) \$50.00 check.

(3) AAFES Coupon Book.

(4) AAFES Gift Certificate worth \$15.00.



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c. KATUSA of the Quarter.

(1) 2-nights stay at the Dragon Hill Lodge.

(2) \$50.00 check (won equivalent).

(3) Five day reward leave. The CSM will coordinate with ROKA Support Group.

### **G-6. Battalion-level NCO, Soldier, KATUSA of the Quarter.**

a. NCO of the Quarter. An AAFES Gift Certificate worth \$15.00.

b. Soldier of the Quarter. An AAFES Gift Certificate worth \$15.00.

c. KATUSA of the Quarter. A 4-day pass.

### **G-7. General Information.**

a. The President of the division-level board will, at the conclusion of the board, consolidate and submit the request for all awards-division, brigade, and battalion.

b. All AAFES awards, except Division Level NCO and Soldier of the Year winners, will be requested by memorandum, which will include the standard name line of all winners, to the respective regional AAFES General Manager as indicated in paragraph 5b(6).

c. All Eighth US Army MWR and Dragon Hill Lodge awards will be requested by memorandum, using the formats on pages D-1 and D-3, to the ACofS, G1 (EAGA-SGM), Unit #15236, APO AP 96205-5236.

d. For the purpose of this regulation, a bona-fide dependent authorized to accompany the U.S. recipient is defined as follows:

(1) A lawful spouse.

(2) Unmarried children, under 21 years of age, who are dependent on the sponsor for over one-half of their support.

(3) Parents (including father, mother, stepparent, and parent by adoption) who are dependent on the sponsor for over one-half of their support.

e. For the purpose of this regulation, a bona-fide dependent authorized to accompany a KATUSA recipient is defined as follows:

(1) A lawful spouse.

(2) Parents (including father, mother, stepparent).

(3) Brothers and sisters (including stepbrothers and stepsisters).

f. Airfare will not be paid for dependents to travel from outside the Republic of Korea (ROK).

g. Accommodations will be based on one double room per winner. If dependent guests desire a separate room, the additional cost must be at their own expense.

h. Airfare for one dependent guest for the Cheju Island trip will be supported provided funds are available.

i. Travel to and from point of departure will not be funded.

j. The provisions of Eighth US Army Reg 600-2 apply.

k. Hotel accommodations must be confirmed within 72 hours of the reservation date.

l. Nonappropriated funds are provided by Eighth US Army ACoS, G1, EAGA-MWR-FM, Unit #15236, APO AP 96205-5236, for trips, hotel accommodations, and checks.

m. Funding for awards are contingent on the availability of funds.

n. Reward leave for KATUSA winners is provided by the ROKA through the Commander, ROKA Support Group.

## APPENDIX H

### DEPARTMENT OF THE ARMY NONCOMMISSIONED OFFICER (NCO) AND SOLDIER OF THE YEAR (SOY) BOARD

#### H-1. ELIGIBILITY.

- a. All Army active duty, Reserve Component and National Guard Soldiers are eligible to compete.
- b. It is recognized that some Soldiers may be eligible to compete through more than one avenue, i.e. a MEDCOM Soldier assigned to a FORSCOM unit on a TRADOC installation. No soldier should be denied the opportunity to compete. Each Soldier should be afforded the opportunity to compete through their most logical chain of command and not arbitrarily disqualified from competition because of their unit of assignment.
- c. The NCO category includes Corporal through Sergeant First Class with less than 18 years service.
- d. The Soldier category includes Private through Specialist with less than 6 years service.
- e. Soldiers who get promoted to Sergeant during or after appearance at the major command (MACOM) board will continue to compete at the Soldier board at Army level.

**H-2. BOARD DATES.** The Department of the Army NCO/SOY selection board will be held during September of each year in the Military District of Washington. The specific dates, places, times, essay topic, and selected common tasks for a hands-on performance test will be announced by message from the Sergeant Major of the Army's (SMA) office not less than 6 months prior.

**H-3. BOARD MEMBERS.** Command Sergeants Major in nominative positions will serve as board members as appointed by the SMA. Appointments will be announced along with the board dates. No changes will be made without the approval of the SMA.

#### H-4. UNIFORM REQUIREMENTS.

- a. Board members, candidates and supervisors will wear the Army Class A uniform with all authorized awards and decorations for the board appearance.
- b. The individual physical fitness uniform (PFU/IPFU) will be worn for the APFT.
- c. The battle dress uniform (BDU) will be worn for the performance testing.
- d. Candidates will also bring their wet weather parka, black gloves, kevlar, LBE, two canteens and a flashlight.

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**H-5. NOMINATION PACKETS.** MACOMs will submit six nomination packets for their NCO and Soldier (original and five copies). The date for submission of the packets will be provided when the board dates are announced but will be no later than 15 August to allow for completion of background investigation checks prior to the board. Each packet will consist of the following items in the order listed:

- Cover Nomination Memorandum, containing a summary of significant military achievements from the past 12 months. (see page H-3, figure H-1)
- Tab 1. One copy of updated 2A, 2-1 or Enlisted Records Brief.
- Tab 2. One ¾ length color photograph taken within the previous six months of board date. (see page H-4, figure H-2)
- Tab 3. One copy of the APFT scorecard with the most recent test scores posted.
- Tab 4. A one page typed essay written by the nominee addressing a subject to be determined (see page H-5, figure H-3).
- Tab 5. A one page resume (see page H-6, figure H-4).
- Tab 6. One typed copy of DD Form 2266, Hometown News Release.
- Tab 7. NCOs only will provide their last NCOER. If the NCOER does not cover a 12 month period, additional NCOERs will be provided to complete 12 months rated time. Corporals do not require a NCOER.

**H-6. CANDIDATE ASSESSMENT.** Candidates will be assessed on the following areas:

Military Leadership and Counseling	Military Bearing	NCOER
CTT	Military Justice	PMCS
Current Events	Individual Essay	Supply Economy
Oral Expression and Military Courtesy	NBC	Chain of Command
US Army History	Appearance	Soldier Support
Reporting Procedures	Weapons	Activities
Drill and Ceremony	Land Navigation	Education Programs
Army Programs	First Aid	Sponsorship
	APFT	NCO Creed and History
	Uniforms and Awards	Battle Focused Training

**H-7. BOARD APPEARANCE REQUIREMENTS.** NCOs and Soldiers appearing before the board must meet the following requirements:

- Height and weight standards set forth in AR 600-9.
- Not have received UCMJ punishment or have been under suspension of favorable actions within the last 12 months.
- Passed an Army Physical Fitness Test within six months prior to the board date.
- Have the first line supervisor present at the board appearance.

**H-8. BACKGROUND INVESTIGATION.** NCO and Soldier candidates will have a background check conducted to ensure that their record portrays a positive US Army image.

**NOMINATION MEMORANDUM**

Unit Letterhead

Office Symbol

Date

MEMORANDUM FOR Sergeant Major of the Army, 203 Army Pentagon, Room 3E677,  
Washington, D.C. 20310

SUBJECT: Nomination for Army Noncommissioned Officer (or Soldier) of the Year.

1. The following individual has been selected as the NCO (or Soldier) of the Year for (MACOM) and is nominated for the Department of the Army NCO (or Soldier) of the Year.

- a. Name:
- b. Rank:
- c. PMOS:
- d. SSN:
- e. Unit:
- f. Years of Service:
- g. Time in grade:
- h. Qualification in Arms (include type of weapon) (if applicable – some SM, assigned to TDA units may not have a current qualification)
- i. Service school(s) attended:
- j. Decorations and Awards:
- k. Civilian education:
- l. Duty address and duty phone number:
- m. Duty address and duty phone number of supervisor:
- n. Name and address of next of kin:
- o. Significant achievements in the last 12 months:

2. The nomination packet is enclosed.

Encl  
as

C. S. Major  
Command Sergeant Major, USA

**Figure H-1. Nomination Memorandum**

PHOTO

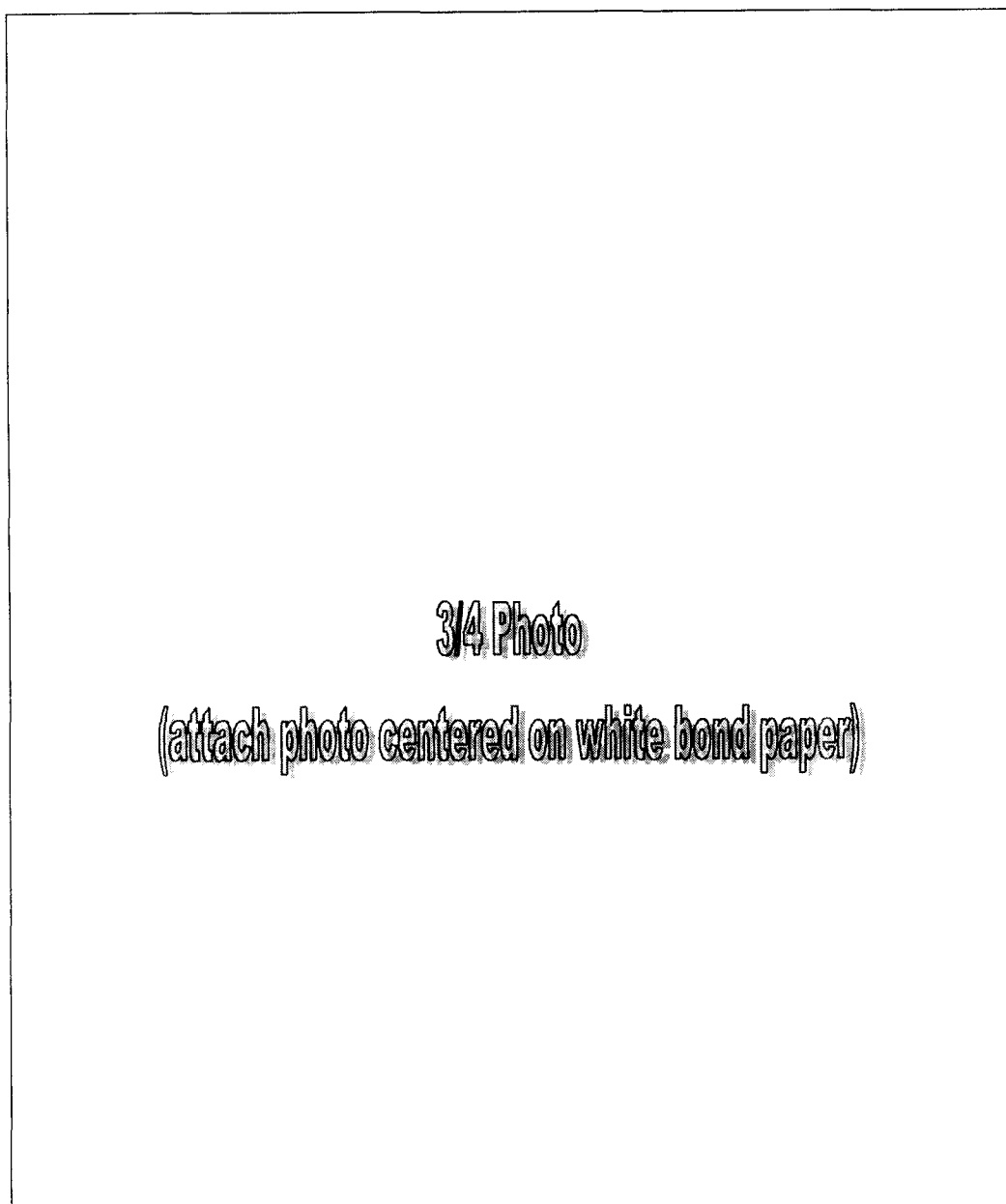


Figure H-2. Photo

**SOLDIER ESSAY**

The essay will be on a topic selected by the Sergeant Major of the Army and will pertain to areas of current interest or historical perspective. The topic will be provided when the board dates are announced. The essay must be concise, address the issue, and be grammatically correct and well presented. The candidate should be able to discuss their essay with the board members without referring to notes.

The format will utilize 1 inch margins, single-spaced, with the font set to Times New Roman, size 12. The essay will not exceed one page.

**Figure H-3. Soldier Essay**

**RESUME**

John Q. Soldier

Objective:	Long term and short term goals
Experience:	Personal work history, start with most recent and work backward
Military Education:	NCOES courses attended, start with most recent and work backward
Civilian Education:	Civilian schooling, start with most recent and work backward
Family:	Married/single etc.
Hometown:	Stoneboro, PA
Personal Interests:	Hobbies, community involvement, etc.

Latitude will be allowed in formatting, but the resume must not exceed one page.

**Figure H-4. Resume**



**GLOSSARY**

**ABBREVIATIONS**

AAFES	Army and Air Force Exchange Service
ACofS	Assistant Chief of Staff
AFN	American Forces Network
ARCOM	Army Commendation Medal
BDU	battle dress uniform
CG	Commanding General
CSM	Command Sergeant Major
ERB	Enlisted Records Brief
Eighth US Army	Eighth United States Army
HHC	Headquarters and Headquarters Company
HQ	Headquarters
IPFU	individual physical fitness uniform
KATUSA	Korean Augmentation to the United States Army
MACOM	major command
MI	Military Intelligence
MP	Military Police
MWR	morale, welfare, and recreation
NCO	Noncommissioned Officer
PAO	Public Affairs Office(r)
ROK	Republic of Korea
ROKA	ROK Army
SGM	Sergeant Major

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SMA	the Sergeant Major of the Army
SOY	soldier of the year
TSC	Theater Support Command
U.S.	United States (of America)
USFK	United States Forces, Korea
2ID	2d Infantry Division